

# **CRAVEN COUNTY, NORTH CAROLINA**

## **Employment Vacancy Posting**

**POSITION:** Recreation Gym Supervisor – Vanceboro (157-2)  
**LOCATION:** Craven County Recreation and Parks Department  
**HIRING RANGE:** \$9.00 per hour  
**JOB TYPE:** Part-Time/Temporary/Non-Exempt  
**POSTING DATE:** August 5, 2014  
**DATE AVAILABLE:** Immediately  
**CLOSING DATE:** Open Until Filled

### **ESSENTIAL JOB FUNCTIONS**

Opening and closing the gym prior to and after each practice and game. Responsible for making sure the program participants are supervised and complying with all league rules and guidelines set by the recreation department. Makes sure the proper equipment is set up and available for practices and games. Secures the facility and any volleyball equipment at the end of each practice or game.

### **MINIMUM EDUCATION AND EXPERIENCE**

Must be at least 18 years of age and be able to communicate and maintain order for all practices and games. Must be dependable and have transportation to the facility.

### **ADDITIONAL JOB FUNCTIONS**

Keep the gym and surrounding areas clean and free of trash. Periodically check restrooms to make sure they are clean and working properly.

### **HOW TO APPLY**

Contact the Division of Employment Security for an official NC State Application (PD107) or download the application from <http://www.oshr.nc.gov/jobs/general.htm>. Applicants must be registered at [www.ncworks.gov](http://www.ncworks.gov) prior to submitting an application. Resumes will not be accepted unless accompanied by a completed application. Apply to Division of Employment Security, 2836 Neuse Blvd, New Bern, NC 28560. Craven County Department contact for questions is Matt Brown at 252-636-6606.

Craven County is an Equal Opportunity Affirmative Action Employer.

